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12 January 1967

MEMORANDUM FOR: Executive Director-Comptroller

**SUBJECT : Report of Cable Secretariat Operations
for the year 1966**

1. Cables Processed

A. For the calendar year 1966 the combined work units of CIA and non-CIA cables totaled 690,891 items, broken down as follows:

CIA Ins	244,349
CIA Outs	94,548
Miscellaneous	50,396
Non-CIA	292,450
Archives	9,148
TOTAL	690,891

This represents a workload of 8% more than for the same period 1965 (638,859) and 25% more than for the base period 1963 (552,244).

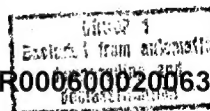
B. CIA In and Out cables totaled 338,897 for the period January-December 1966, down 1% compared to the same period in 1965 (343,717) and 9% more than the base period 1963 (309,233).

C. Non-CIA cables for January-December 1966 totaled 292,450, an increase of 24% over the same period in 1965 (236,300) and 68% more than the base period 1963 (174,156).

D. Our Monday-Friday average for 1966 was 2,204 items. Including Saturday and Sunday, we completed an average of 1,893 items each 24 hours, for an average of 1.3 cables completed every minute.

E. In 1966, 14,650 or 2% of all CIA and non-CIA cables were furnished to the Director as compared to 20,181 or 3.5% in 1965.

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2. Personnel

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A. At the close of 1966 the Cable Secretariat had an on-duty strength of [REDACTED] persons, ten short of our T/O of [REDACTED]

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B. During the year we lost 25 persons: six to accept outside employment, three to return to college full time, four transferred to other parts of the Agency, one deceased, five to the military, two LWOP for a year, two for personal reasons, one for maternity, and one to become a full time housewife. Offsetting our losses we gained 22 persons. We also employed eight Summer employees.

C. Quality Step Increases were awarded to 3 persons making a total of 22 Cable Secretariat personnel to have earned this award. The average years of service with Cable Secretariat for this group is 10 years 7 months.

3. Training

A. Agency training facilities appropriate for our personnel accounted for five Cable Secretariat personnel having attended one or more training courses during the year. In addition, seven persons successfully completed our Cable Analyst Training Course. Normal on-the-job training given to new personnel is not included in the above figures.

B. Four of our Offset Pressmen attended the A&M school in Cleveland, Ohio. This is a course designed to familiarize and teach offset pressmen to make adjustments and minor repairs on the multilith machines.

4. General

A. The Cable Secretariat received notice that the Bureau of the Budget had taken [REDACTED] from FY 68 budget for automation of information processing within the Cable Secretariat. No reclama was made. We are preparing in conjunction with Director of Communications requirements for a total system and are counting on money being available in FY 69. The Director, Office of Computer Services, recommended that the automation of the Cable Secretariat made an integral part of the system planning for automating the Signal Center. Combining the Cable Secretariat requirements with the communications plan should result in economies in time and money.

B. The renovation of the mail room has been completed. This included putting acoustical tile on the walls and the installation of double doors in our supply room, thus eliminating temporary storage of skids of paper and other unsightly objects in the corridor.

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C. We continued to make reductions in Cable Secretariat processing times for both CIA cables and intelligence information cables (TD's).

- (1) Processing times for Priority and higher precedence CIA cables averaged in November 24 minutes as compared to 32 minutes in April.
- (2) Processing times for Priority and higher precedence TD's averaged 34 minutes in November as compared to 1 hour and 53 minutes in March.
- (3) Processing times for Routine TD's averaged in November 45 minutes as compared to 3 hours and 10 minutes in March.
- (4) The basic system of placing reproducible master material in Signal Center teletypes to eliminate the necessity of creating masters by other methods such as Xeroxing, typing or by flexowriter was jointly developed by Signal Center and Cable Secretariat in 1965 to meet the needs of Headquarters. In April 1966 with close cooperation among Signal Center, the Intelligence Watch and Cable Secretariat staffs, the system was extended to the processing of TD's resulting in the significant reduction in Cable Secretariat processing times given above. In addition to our reduction in time, IW's processing time was reduced an average of 10 minutes per TD. We understand that word of the basic method has spread overseas and that Bangkok Station is adopting it in the processing of their cables in order to achieve savings in time and labor. Much of the credit for these gains must go to the Office of Communications Signal Center Staff for their active cooperation and extensive efforts in modifying formats and transmission procedures without which this significant saving in time could not have been possible. The extension of the method to TD's resulted in two additional benefits. It enabled Cable Secretariat to discontinue the use of flexowriters for the preparation of TD masters saving us several hours of labor per day and it relieved the Signal Center of an unknown amount of labor involved in the furnishing of 60-75 paper tapes each day for these items.

D. We are now using a Xerox Model 720 as our primary means of making masters of non-CIA cables. The Model 720 copier is twice as fast as the 914 Model and has greatly improved our capability to process these messages quickly. The meter charge for the 720 is approximately 1¢ less per image than we have been paying for the 914. The reduced meter rate resulted in savings of approximately \$500.00 for the month of December, the first full month in which we used the new equipment.

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25X1A E. We are still awaiting formal coordination of the Headquarters and [REDACTED] which I understand is largely completed. Final approval and authentication is expected to be made in January. We began informal coordination of a first draft of these publications in June of 1964, followed by a second draft in August 1965. Coordination of this draft was completed in March 1966. Publication which might have been possible at that time was interrupted to permit extensive revision necessary to incorporate policy and procedural changes recommended by the [REDACTED] Committee in April. Additional changes became necessary in July as a result of the change in organizational cryptonyms used throughout the field versions of both regulations and handbooks.

25X1A F. The procedure of spelling out the names of addressee stations began in May 1966 as a recommendation of the [REDACTED] Committee, has worked well from the start and I believe the address line of both In and Out cables is now much clearer to everyone.

[REDACTED] 25X1A
Cable Secretary

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